

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Check one: PTK Faculty Exempt Non-Exempt Other

FOR LIBRARY HR USE ONLY – Position Number
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Date Prepared: Revised 9/1/23

Division: Libraries

Prepared by: Adriene Lim & L. Inge Carpenter

Department: Dean’s Office

Reports to: Head of Research Education

Position Title: Library Fellow, Fisher Family Library Fellowship for Inclusive Excellence Program

ABOUT THE UNIVERSITY:

Founded in 1856, University of Maryland, College Park, is the state’s flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

ABOUT THE LIBRARIES:

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries’ extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries was honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

NATURE OF WORK:

The Fisher Family Library Fellowship for Inclusive Excellence Program is designed for recent MLIS graduates who want the opportunity to learn about academic libraries and acquire core competencies and skills in academic librarianship. The program allows the Library Fellow the unique opportunity to work in a variety of programmatic and functional areas, explore new information technologies, collaborate on projects related to inclusion, equity, and accessibility, and to participate in a challenging and rewarding work environment. A flexible program will be developed to balance the Library Fellow's individual goals and professional interests with the Libraries' needs. Library Fellows will have the option of focusing on a single specialization or rotating through multiple departments. In addition, the Library Fellow's professional interests will be supported with a mentoring program, specialized training, continuing education, and participation on library committees.

This is a fully funded, two-year contract appointment as a Professional Track Faculty within the Faculty Specialist ranks as established by the University of Maryland. The position is available as early as July 1, 2024, but the start date is negotiable. Visa sponsorship is not available for this position. (Need to have the MLIS by the time the hire begins the positions.)

DUTIES AND RESPONSIBILITIES:

Librarianship

- Provide work in a variety of functional and programmatic areas in the Libraries, which may include but not be limited to the following options, depending upon the Fellow's interests and the Libraries' needs and [strategic goals](#), including but not limited to:
 - Research and academic services, including information literacy instruction, outreach, and reference services
 - Access services, including circulation, interlibrary loan, and course reserves
 - Technology, including research, planning, and implementation across a wide range of operations, programs, and services
 - Collection development and management functions
 - Data services, including instruction and consulting on data management plans
 - Cataloging and metadata
 - Library outreach and communication
 - Curation, digitization, and preservation of special collections and archives
 - Open scholarship services
- Participate in the Libraries' inclusion, equity, and accessibility operations and initiatives with the opportunity to develop and lead new projects
- Participate in library-, consortial- or campus-related task forces, committees, and initiatives, as assigned.
- Perform other duties, as assigned.

Professional Development

Because the Fellowship aims to support Library Fellows' career development in preparation for entering the academic job market, Library Fellows are expected to engage in activities that will

strengthen their scholarship and service in addition to their librarianship. Such activities include, but are not limited to:

- Participate in the Fellowship Program’s mentoring, professional development, and training activities, as well as other professional development opportunities offered across campus and the profession, as appropriate.
- Engage in shared-governance and/or service activities as appropriate and/or in areas in which the individual is interested in volunteering.
- Engage in scholarship and research, through activities such as developing a research agenda, attendance at conferences, writing papers and articles for refereed and non-refereed publications, and making presentations at regional and national meetings, as appropriate.

PHYSICAL DEMANDS:

Involves prolonged use of a computer and requires reading of text, etc., on the computer screen. Will require travel to and from campus departments, libraries, and facilities.

SUPERVISORY RESPONSIBILITIES:

This position is not responsible for supervision.

QUALIFICATIONS (Knowledge, skills, and abilities):

- Excellent written and oral communication skills.
- Knowledge of current trends in librarianship.
- Ability to organize and prioritize multiple projects and tasks.
- Ability to learn new skills and concepts.
- Demonstrated interest in academic librarianship. [How to demonstrate: In your cover letter, please share your professional goals and discuss how this Fellowship supports you in achieving those goals.]
- Demonstrated interest in diversity, inclusion, equity, and accessibility in libraries. [How to demonstrate: In your cover letter or CV, share your personal, professional, and/or academic experiences and interest in the area of diversity, inclusion, equity, and accessibility.]

EDUCATION:

Required: Master’s degree in Library or Information Science from an ALA-accredited institution of higher education or a non-US equivalent, earned within the previous two years of the date of hire. (Need to have the MLIS by the time the hire begins the position.)

EXPERIENCE:

Required:

- Experience and/or aptitude for working in a higher education setting.
- Experience and/or aptitude for independent work as well as collaboration in team-based environments.

Employee's Signature _____ **Date** _____

Print Employee's Name _____

Supervisor's Signature _____ **Date** _____